

Reporting Schedule

Purpose

This Schedule sets out procurement reporting requirements for public authorities subject to *Treasurer's Instruction 18* and the *Procurement Governance Policy*. Part 4 of the *Procurement Governance Policy* requires public authorities to report in line with this Schedule.

This Schedule is separate to the requirements for Procurement Activity Planning. For further information on Forward Procurement Plan and Activity Plan reporting, refer to the *Forward Procurement and Activity Planning Guideline*.

Application

The reporting requirements detailed in this Schedule will improve data to better support:

- the reuse of data to reduce administration and improve accuracy;
- the identification of trends in the procurement system;
- monitoring of performance; and
- continuous improvement.

Public authorities are required to provide updates to information on:

- financial reporting (year to date spend);
- procurement and contracting activity;
- operations;
- people; and
- contract management.

This information is most effectively assembled from the public authority's own procurement and contract management processes, registers, and procurement and finance systems.

The Procurement Activity and Reporting System

Public authorities will submit the required information using Procurement Services SA's *Procurement Activity and Reporting System* (PARS). This may be achieved through direct entry into the forms available, or optionally via integration of agency reporting systems with the PARS.

Refer to the *PARS User Guide* for details on how to use the system and submit the required information.

Actively utilising PARS in an ongoing manner to record individual Activity Planning and Contract Details information will enable the PARS to pre-populate and calculate reporting data¹. The

¹ In order for reporting data to be pre-populated and calculated by PARS, information must first be recorded in PARS for each procurement activity and resulting contract.

Reporting Schedule

PARS can also be utilised to capture departures, supplier complaints and continuous improvement opportunities. The more PARS is utilised, the more streamlined the reporting process.

Public Authority Reporting Requirements

Appendix 1 of this Schedule provides reporting requirements and explanatory notes for public authorities. All dollar values used in reporting are to be exclusive of GST.

In addition to the reporting requirements set out in Appendix 1, public authorities will ensure that specific reporting of activities relating to individual procurements undertaken and contracts established, is recorded in the Procurement Activity Portal and Industry Participation Portal in PARS.

This will enable Procurement Services SA to undertake detailed analysis on government procurement and contracting activity in addition to the public authority reporting requirements set out in this Schedule.

Reporting Frequency

The following table outlines the minimum reporting cadence:

Reporting Requirements	Reporting frequency			
	2021-22	2022-23	2023-24	2024-25 ongoing
Financial Reporting (Appendix 1 sections 1.01 – 1.07)	Annually (due by 31 Aug 2022)	Annually (due by 31 Aug 2023)	Six-monthly (due 28 Feb 2024 & 31 Aug 2024)	Quarterly (due 31 Jan, 30 Apr, 31 Jul & 31 Oct each year)
Reporting Requirements	Reporting frequency			
	Each Financial Year commencing 2021-22.			
	July-Sept	Oct-Dec	Jan-Mar	Apr-Jun
Procurement and Contracting Activity (Appendix 1 sections 1.08 – 1.14)	<i>Due by 31 Oct each year</i>	<i>Due by 31 Jan each year</i>	<i>Due by 30 Apr each year</i>	<i>Due by 31 Jul each year</i>
Operational Reporting* (Appendix 1 sections 2.01 – 2.05)				
People (Appendix 1 sections 3.01 – 3.04)				
Contract Management (Appendix 1 sections 4.01 – 4.06)				

*Nb. the Procurement Activity Plan will be generated annually from the submitted procurement activity data

Responsibilities

The Chief Executive (or equivalent) is responsible for ensuring their respective public authority meets its reporting requirements under the *Procurement Governance Policy* and this Schedule.

Procurement Services SA will publish across government reporting data on

<http://www.procurement.sa.gov.au>.

Appendix 1 Public Authority Reporting Requirements

Reporting Requirement	Data to be collected	Explanatory Notes	Recommended Source
Financial Reporting			
1.01 Spend by Finance category			
Goods	\$AUD	Total year-to-date (YTD) spend (based on invoices paid) broken down by the identified categories. Spend excludes salaries/wages.	Public authority budget/financial systems.
Services	\$AUD		
Construction	\$AUD		
Total (YTD) Spend	\$AUD		
Goods and Services Subcategories			
Consultants	\$AUD		
1.02 Spend under management			
Total year-to-date spend under management	\$AUD	YTD spend that is under management or purchased through a defined procurement strategy/policy. For example: <ul style="list-style-type: none"> • spend made under pre-established contracts • spend made under defined policies (such as under \$55k, use of purchase cards) • use of across government contracts/arrangements (travel, temp staff - ensuring processes were followed) • procurements made under established procurement strategy (including secondary processes, procurement policies to support Aboriginal Business Enterprise. 	Public authority budget/financial systems. Contract Registers.
Total year-to-date spend under agency-based contracts	\$AUD	YTD spend under established agency-based contracts <ul style="list-style-type: none"> • include any spend made though secondary procurement processes from established agency contracts • do not include spend from across-government contracts 	
Total year-to-date spend under across-government contracts	\$AUD	YTD spend through use of established across-government contracts (travel, temp staff etc.). <ul style="list-style-type: none"> • include any spend made though secondary procurement processes from established across-government contracts 	
Percentage of total spend	%	Total YTD spend under management expressed as a percentage of total spend.	
1.03 Off-contract spend			
Year-to-date off-contract spend	\$AUD	YTD spend. not contracted or made under a defined policy or sourcing process. off-contract spend = total spend minus spend under management.	Public authority budget/financial systems. Calculated field from data recorded in PARS.
Percentage of total spend	%	YTD off-contract spend expressed as a percentage of total YTD spend.	Calculated field from data recorded in PARS.



OFFICIAL

1.04 Top 40 Suppliers			
For each supplier:	Name \$AUD Total \$AUD	Top 40 suppliers with highest YTD spend .	Public authority budget/financial systems.
1.05 Cost of procurement function			
Total cost	\$AUD	Total YTD cost of the procurement function should include: <ul style="list-style-type: none"> - Employee costs of procurement staff (i.e. staff with roles focused on procurement and/or contract support); - IT costs; - Training and Development - Professional memberships - Payments made to third parties e.g. probity adviser) on the public authority's behalf; and This total cost can be verified against the budget of the procurement function.	Public authority budget/financial systems.
Percentage of spend under management	%	Total cost of procurement function expressed as a percentage of total spend under management.	Calculated field from data recorded in PARS.
1.06 Savings Achieved			
<u>A – Total Direct Financial savings:</u>	\$ AUD	Direct financial savings have a direct impact on the public authority's cash flow. Public authorities should select the type of savings achieved during procurement process, and report on combined YTD savings achieved. Use these examples of direct financial savings to calculate: Unit Cost Reduction: For example, achieving a reduction in price (the same item for less cost). Improved quality for same price: For example, obtaining more value for the same cost, i.e. negotiating extended warranties, additional spares, improved service levels. Price saving from collaborative contracts: For example, cost savings may result from aggregation of demand across a public authority, through lower prices paid to suppliers, lower delivery costs or other charges. Excludes across-government contracts. Increased efficiencies (including transactional savings): For example, savings may result from improved efficiencies which reduce internal costs, such as through management or purchasing systems improvements, simplified processes, reduced duplication etc.	Savings identified in Purchase Recommendations. Running Total recorded in PARS.
Percentage of total spend	%	Total direct savings achieved expressed as a percentage of total spend.	Calculated field from data recorded in PARS.
B - Additional Value:			

OFFICIAL

Improved service delivery for clients / stakeholders	#	Savings may be non-financial (i.e. do not affect cash flow) but contribute other value. For each measure, enter the number of contracts established in the year with additional value achieved. Economic benefit measurement through SAIPP	Identified in Purchase Recommendations and recorded in PARS.
Increased economic benefit to South Australian regional / small / Aboriginal business and supply chains	#		
Increased economic benefit to South Australia through increased employment opportunities for South Australians - targeted area / cohort	#		
Increase economic benefit to South Australia through increased training opportunities for South Australians - targeted area / cohort	#		
Increased economic benefit to South Australia through investment and capital expenditure that builds the capacity of the South Australian economy	#		
Increased economic benefit to South Australia through expanded economic development, including economic participation for disadvantaged and socially excluded groups	#		
Innovative Proposals	#		
Reduced risk or liability position	#		
Total number of contracts where additional value has been achieved	#	Be careful to avoid 'double counting' contracts that have recorded 'additional value' across multiple areas.	Identified in Purchase Recommendations and recorded in PARS.
Percentage of contracts with additional value	%	Total number of contracts where additional value has been achieved expressed as a percentage of total contracts executed.	Calculated field from data recorded in PARS.
1.07 Aboriginal Business Spend			
Total value of expenditure with Aboriginal businesses	\$AUD	Total YTD spend with SA-based Aboriginal businesses. An Aboriginal business is one which is: <ul style="list-style-type: none"> - registered on the South Australian Aboriginal Business Register; or - certified by Supply Nation; or - registered with an Aboriginal Regional Authority; or - An Aboriginal Landholding Authority and is 50 per cent or more Aboriginal owned and based in South Australia. 	Public authority budget/finance systems. Office of the Industry Advocate Aboriginal Business Directory.
Percentage of total spend	%	Total spend with Aboriginal businesses expressed as a percentage of total spend.	Calculated field from data recorded in PARS.



OFFICIAL

Procurement and Contracting Activity (above \$55,000)		Includes all contracts over \$55,000 executed during the reporting period. Note that in addition to these reporting requirements, Procurement Services SA will undertake specific analysis and reporting on procurement contracting activity, including SAIPP compliance, based on data entered by public authorities in PARS.	
1.08 Contract executed (stand-alone contracts)			
Total number of contracts entered into	#	Total number of contracts executed within the period.	Calculated field from data recorded in PARS.
Total value of all contracts entered into	\$AUD	Total value of contracts executed within the period.	
1.09 Secondary contracts executed (panel contract activity)		Secondary contracts entered into under a panel or Head agreement (either agency-based or across-government).	
Total number of contracts entered into	#	Number of secondary contracts executed within the period under an established agency or across-government contract.	Calculated field from data recorded in PARS.
Total value of the contracts	\$AUD	Total value of secondary contracts executed within the period.	
1.10 Direct market approaches			
the good or service can be supplied only by a particular supplier and no reasonable alternative or substitute good or service exists for either of the following reasons: - the requirement is for a work of art; - the existence of an intellectual property monopoly or other exclusive rights	#	How many contracts were established through a market approach where less than the minimum number of suppliers (as required by Policy) were approached (including where only one supplier was approached), against the reasons provided.	Calculated field from data recorded in PARS.
procurements conducted in line with the <i>Government as a Customer to Support Innovation</i> program	#		
purchases made under exceptionally advantageous conditions that only arise in the very short term, such as from unusual disposals, liquidation, bankruptcy or receivership, but not for routine purchases from regular suppliers	#		
the risk to public health and safety necessitates a limited approach	#		
the good or service is being procured from an applicable across-government, multi-agency, panel or other mandated contract in accordance with the agreed rules for use of that contract	#		
the procurement could not have been foreseen and the timeframes to deliver are short	#		

Further information: Procurement Services SA
 Contact Number: (08) 8226 5001
 Contact Email: contact@procurement.sa.gov.au
 Version: 1.2

Effective: 30.09.2021
 Next review: 01.07.2023
 Page Number: 6



Government of South Australia
 Procurement Services SA

OFFICIAL

OFFICIAL

procuring directly from an eligible Aboriginal business (valued below \$220,000)	#		
only a limited number of suppliers with the capability, experience and suitability to meet the public authority's needs and no alternative or substitute exists or for other reasons justified by the Chief Executive of the public authority	#		
Percentage of total contracts	%	Number of direct market approaches expressed as a percentage of total number of contracts entered into.	Calculated field from data recorded in PARS.
Value of direct market approaches	\$AUD	Total value of contracts entered into that were established through a direct market approach.	Calculated field from data recorded in PARS.
Percentage of total value of contracts entered into	%	Total value of direct market approaches expressed as a percentage of total value of contracts executed within the period.	Calculated field from data recorded in PARS.
1.11 Limited market approaches			
Number of contracts established by a limited market approach	#	Number of contracts established through a limited market approach (selected suppliers).	Calculated field from data recorded in PARS.
Percentage of total contracts	%	Number of limited market approaches expressed as a percentage of total contracts entered into.	Calculated field from data recorded in PARS.
Value of limited market approaches	\$AUD	Total value of contracts entered into that were established through a limited market approach.	Calculated field from data recorded in PARS.
Percentage of total value of contracts entered into	%	Total value of limited market approached expressed as a percentage of total value of contracts executed in the period.	Calculated field from data recorded in PARS.
1.12 Supplier Location			
Number of contracts established with suppliers in the following locations:			Identified in Purchase Recommendations and recorded in PARS.
Metropolitan Adelaide	#		Calculated field from data recorded in PARS.
Regional South Australia	#		
Other Australian States and Territories and New Zealand	#		
Overseas countries (excl New Zealand)	#		
1.13 Engagement of South Australian Businesses			
Number of limited procurements where at least one South Australian business was invited to tender	#	Of total limited market approaches undertaken, how many invited at least one South Australian business to participate? Should also include secondary processes where there is a South Australian business on the panel.	Calculated field from data recorded in PARS.
% of total limited procurements	%	Limited market approaches inviting South Australian suppliers, expressed as a percentage of total number of limited market approaches.	Calculated field from data recorded in PARS.
1.14 Engagement of Not-for-Profits			

Further information: Procurement Services SA
 Contact Number: (08) 8226 5001
 Contact Email: contact@procurement.sa.gov.au
 Version: 1.2

Effective: 30.09.2021
Next review: 01.07.2023
Page Number: 7



Government of South Australia
 Procurement Services SA

OFFICIAL

OFFICIAL

Number of contracts established with Not-for-Profit organisations	#		Identified in Purchase Recommendations and recorded in PARS. Calculated field from data recorded in PARS.
% of contracts using the mandated DTF Funded Services Agreement	%	Number of contracts using the DTF Funded Services Agreement expressed as a percentage of total NFP contracts entered into.	Identified in Purchase Recommendations and recorded in PARS.
% of contracts where a DTF exemption was sought from using the mandated DTF Funded Services Agreement	%	Number of contracts receiving DTF exemption from using the DTF Funded Services Agreement expressed as a percentage of total NFP contracts entered into.	Identified in Purchase Recommendations and recorded in PARS.
Number of contracts established with Not-for-Profit organisations with a contract term greater than 12 months duration	#	Number of contracts with a contract term greater than 12 months expressed as a percentage of total NFP contracts entered into.	Calculated field from data recorded in PARS.
% of contracts with a contract term greater than 12 months duration where mandatory NFP indexation has been applied	%	Number of contracts with a contract term greater than 12 months with mandatory NFP indexation applied expressed as a percentage of total NFP contracts (with a contract term greater than 12 months) entered into.	Calculated field from data recorded in PARS.
2. Operational Reporting			
2.01 Procurement Activity Planning			
Submission of Procurement Activity Plan at start of each financial year	Completion Date	The Procurement Activity Plan must be approved by the public authority's Chief Executive, and submitted to the Department of Treasury and Finance, through the Procurement Activity Reporting System, by 1 July each year.	Calculated field from data recorded in PARS.
2.02 Departure (non-compliance) rate			
Total number of procurement related departures (non-compliances)	#	Identify all departures (non-compliance) occurring prior to contract execution across the following categories: <ul style="list-style-type: none"> - Departures from Policy (policy departures are required to be captured under TI18). - Departures from approved Acquisition or Evaluation Plan (required to be captured under the Sourcing Policy). Incorrect approvals - No approval - Incorrect documentation (as required by Government Procurement Framework) - Incorrect documentation (as required by Internal Procurement Framework) 	Identified in Purchase Recommendations and recorded in PARS.
Total number of contract management related departures	#	Identify the number of contractual departures and performance issues identified through performance management and contract administration, including: <ul style="list-style-type: none"> - No contract management plan - No signed contract - Contract commenced prior to approval - No contract review undertaken 	Contract Management Records - Data recorded in PARS.



OFFICIAL

% of procurement departures and contract management departures categorised as medium or above	%	Material departures are assessed in accordance with the methodology set out in the Sourcing Policy. Assess the level of departure by considering: <ul style="list-style-type: none"> - the measure of impact on the sourcing strategy, time and effort of supplier to respond, probity and/or the procurement outcome; and - stage in the procurement process. Number of departures rated medium or above expressed as a percentage of total number of complaints.	Procurement and contract management records and recorded in PARS. Number calculated from PARS form submissions.
2.03 Supplier complaints			
For each complaint:	Procurement description		Agency Complaints register. PARS could be used for Procurement Complaints Register.
	Nature of complaint		
	Outcome		
% of complaints rated medium or above	%	Material complaints assessed in accordance with the public authority's internal complaints management framework. Number of complaints rated medium or above expressed as a percentage of total number of complaints.	PARS system calculated field.
2.04 Continuous improvement (CI)			
Number of CI opportunities identified	#	Number of continuous improvement opportunities identified in procurement process (purchase recommendation/post sourcing review) or contract review. Include CI identified through incident and complaint reviews.	Identified in Purchase Recommendations and recorded in PARS.
Number of identified CI opportunities implemented	#		PARS system calculated fields.
% identified CI opportunities implemented	%	Number of identified CI improvements implemented expressed as a percentage of number of identified CI improvements.	
2.05 Customer Satisfaction			
Satisfaction rate - internal customers	%	An indicator compiled from the responses to a set of statements by internal customers (i.e. within the public authority).	Public authorities to establish index.
Satisfaction rate - external customers	%	An indicator compiled from the responses to a set of statements by external customers (i.e. suppliers).	Public authorities to establish index.
3. People (where procurement and/or contract management is their primary role)			
3.01 Capability strategy			
Completion of plan for each agency on staff capability, resourcing and training needs	Completion Date	Capability plan attached in PARS.	Public authority procurement team / HR developed. Outcome stored in PARS.
3.02 Staff investment			
Per person Full Time Equivalent (FTE) status	#		Public Authority Procurement team / Each staff member required to identify procurement staff FTE within PARS.



OFFICIAL

Per person time investment in capability	hours	Hours of capability invested for each staff member. This should align with public authority's finalised capability strategy.	Public Authority Procurement team / Each staff member within procurement team required to report training hours and FTE into PARS. Total calculated from data recorded in PARS.
Per person time investment in capability as a percentage of Total FTE	%	% of time set aside for training/development.	PARS system calculated field.
3.03 Capability assessment			
Completion of yearly assessment for all procurement staff members	Completion Date		Internal performance development processes, data recorded in PARS.
3.04 Staff Profile			
For each category: <ul style="list-style-type: none"> - Chief Procurement Officer - Director, Procurement - Manager, Procurement - Manager, Contract Management - Manager, Category Management - Team Leader, Procurement - Team Leader, Contract Management - Procurement Support Officer - Procurement Officer - Procurement Advisor - Graduate Officer - Contract Support Officer - Contract Manager - Category Manager - Administrative Support - Data Analytics 	Classification	Provide classifications of staff under each category. Identify the number of staff under each category.	J&P / HR Records, data recorded in PARS.
	#	As a guide in classifying staff: <ul style="list-style-type: none"> - Team Leader, Procurement: not responsible for procurement officers - Team Leader, Contract Management: not responsible for contract managers - Procurement Support Officer: does not independently manage procurement processes - Procurement Officer: >60% of their role is to manage procurement processes, low complexity - Procurement Advisor: >60% of their role is to manage procurement processes, medium to high complexity - Contract Support Officer: does not independently manage contracts - Contract Manager: >60% of their role is to manage contracts - Category Manager: Responsible for category strategy - Administrative Support: Provides administrative support to Unit - Data Analytics: undertakes financial and/or procurement/contract analysis 	Procurement Team management, data recorded in PARS.
4. Contract Management			
4.01 Contracts under Management			
Number of contracts under active management	#	Number of contracts under active management across the public authority (allocated contract manager, which actively review and monitors performance).	Procurement team contract management systems, data recorded in PARS.
4.02 Contracts approaching renewal			
Contracts approaching renewals or expiry	#	Number of contracts due for renewal (i.e. through extension options) or expiry (but with an ongoing future need) over next 24 months.	From Activity Planning and Forward Procurement Plan, data recorded in PARS.
4.03 Contracts past expiry date			

OFFICIAL

Contract past expiry date	#	Number of contracts expired, but still in operation.	Procurement/ contract management teams, Public Authority to report. Contract Register.
4.04 Review contract performance			
Number of contracts with a term greater than 12 months that have had a review of performance	#	Number of contracts that have had a review of performance in the past 12 months.	Public Authority contract management systems, data recorded in PARS.
% of total contracts under management	%	Expressed as a % of total number of contracts under management.	PARS system calculated field.
4.05 Contract variations			
Number of contracts varied	#	Number of contracts where a contract variation has been executed.	Public Authority contract management systems, data recorded in PARS.
4.06 Contracts with value targets			
Value or performance targets included in contracts	#	Number of contracts that include value or performance targets (including Key performance Indicators).	
% of total contracts under management	%	Expressed as a percentage of the total number of contracts under management.	PARS system calculated field.

Further information: Procurement Services SA
 Contact Number: (08) 8226 5001
 Contact Email: contact@procurement.sa.gov.au
 Version: 1.2

Effective: 30.09.2021
Next review: 01.07.2023
Page Number: 11



Government of South Australia
 Procurement Services SA

OFFICIAL